

Concealed Weapons Policy /Persons excluded from this policy - continued

4. Any person, otherwise approved by the Chancellor/or appropriate college president or president's designee
- B. Sanctions for Violations**:** Failure to comply with this policy may result in, but is not limited to:
1. Removal or ejection from the properties of the institution at which the violation occurs by public peace officers and/or authorized representatives of the concerned institution;
 2. Criminal prosecution;
 3. Suspension or expulsion from the concerned institution and/or all institutions within the MCCCDC, and civil and/or criminal prosecution.

** Sanctions will be in accordance with the MCCCDC Student Policies and Procedures manual.

COPYRIGHT REGULATION [AR 3.2]

- A. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
- B. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
- C. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
- D. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.
- E. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
- F. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

ELECTRONIC COMMUNICATIONS [AR 4.3]

A. General Statement

Electronic messaging services at the Maricopa County Community College District (MCCCDC) are provided to support education, research, scholarly communication, administration and other MCCCDC business. Electronic communication is not different from any other form of communication and is subject to all applicable federal and state regulations and MCCCDC administrative regulations.

As is the case with other technology resources, electronic messaging services are shared among the entire MCCCDC community. Everyone using electronic messaging services should be considerate of the needs of others, and be certain that nothing is done to impede anyone else's ability to use this service. All electronic messages must contain the name and electronic mail address of the person making the information available – no anonymous information may be sent.

Electronics Communications - continued

B. Application of Other Policies

1. All policies applied generally at MCCCCD are expressly applicable to the electronic environment. Policies that apply to the use of MCCCCD resources, including equipment and time also apply to electronic messaging. Relevant institutional policies include, but are not limited to:
 - a. MCCCCD Governing Board policies
 - b. MCCCCD Administrative Regulations
 - c. Employee policy manuals
 - d. Student Code of Conduct
 - e. Confidentiality of student records
 - f. Sexual harassment policy
 - g. General Standards Governing use of Maricopa County Community College District Computing Resources (Computing Resource Standards)
2. This is not a comprehensive list of applicable MCCCCD policies. Any policy which applies to the use of MCCCCD resources, including equipment and time, also applies to electronic messaging. In the event of a conflict between policies, the more restrictive use policy shall govern.
3. MCCCCD colleges and operational units may develop additional "conditions of appropriate use" for local computing and network facilities to supplement the computing resource standards with additional detail, guidelines or restrictions. Such conditions must be consistent with and subordinate to the general computing standards.

C. Specifically Acceptable Uses

1. Communications with local and foreign educators, students, administrators, researchers and colleagues in connection with instruction or research
2. Communication and exchange for scholarly development, to maintain currency, or to debate issues in a field or sub-field of knowledge
3. Use in applying for or administering grants or contracts for research or instruction, but not for non-Maricopa public relations activities
4. Announcements of new products or services for use in research, college administration, student services, or instruction but not commercial advertising of any kind
5. Factual vendor communication relevant to official MCCCCD business
6. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use

D. Specifically Unacceptable Uses

1. Using electronic messaging for illegal activities is strictly prohibited.
2. Use for for-profit activities (sales, consulting for pay, and so on) or use by for-profit institutions unless covered by the general principle, or as one of the specifically acceptable uses
3. Use for private or personal business in violation of MCCCCD policies
4. Chain letter, or any illegal schemes or activities
5. Mailings to large numbers of people that contain unwanted solicitations or information; these mailings are often referred to as "spams" or "letter bomb", etc.
6. Communication that constitutes harassment

Electronic Communications / Specifically Unacceptable Uses– continued

7. Anonymous mailings, or mailings which impersonate another individual
8. Allowing anyone else to use your account
9. Any communication which adversely impacts the communications of MCCCDC by over-loading the network

E. Confidentiality

The confidentiality of electronic messaging cannot be assured, and any confidentiality may be compromised by access consistent with applicable law or policy, including this policy, by unintended redistribution, or due to current technologies inadequate to protect against unauthorized access. Users, therefore, should exercise extreme caution in using electronic messaging to communicate confidential or sensitive matters, and should not assume that their electronic messaging is private or confidential.

In addition, MCCCDC is subject to public records statutes that require state agencies, political subdivisions and other governmental entities to make available records they maintain – both paper and electronic – for public inspection.

F. Complaint Procedures

Persons experiencing misuse, abuse, harassment or other incidents related to the technologies which they cannot pursue on their own, should report the matter to the supervisor, designated college (IT) personnel or to the authority at the company or service from which the sender is transmitting. Violations of privacy or property involving the technology may be reported, even if the perpetrator is not a member of the college community.

G. Enforcement of Policy

Engaging in any activity that violates the general computing standards can result in the loss of access privileges or other discipline as defined in other sections of these standards or other relevant policies.

ELECTRONIC COMMUNICATIONS RETENTION AND RECORDS REQUESTS [AR 4.15]

Introduction

The Maricopa County Community College District (MCCCDC) regards electronic messaging and voice communications as vehicles for delivery of information and not as primary mechanisms for the retention and archival of such information. Reasonable efforts will be taken to maintain the integrity and effective operation of the electronic message and voice systems. These systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information.

As a public organization, Arizona law establishes that communications sent electronically by MCCCDC personnel may constitute "correspondence" and, therefore, may be considered as records subject to retention and public inspection.

Retention and Recovery

Electronic mail will be retained on tape for one month after the date of a system backup. It is the responsibility of the electronic mail user to determine what information is essential to his or her official activities and should be retained or archived in his or her e-mail account, and retain that information locally.